Name of Policy	Policy on Content Development for Online Programs (based on Four Quadrant Approach)
Brief Description of the Policy	The Policy on Content Development for Online Programs (based on Four Quadrant Approach shall establish a structured framework for the preparation, review, approval, and dissemination of learning materials for Online Programmes. In alignment with the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020, the policy ensures that all content are learner-centric, outcome-based, and compliant with national standards of instructional design and quality assurance.

This policy defines clear roles and responsibilities of all stakeholders involved — including faculty, unit writers, internal and external experts, language editors, instructional designers, and the Content Review Committee. It outlines the step-by-step process for content development for all four quadrants as defined under University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020. |
| Approved by | Governing Body in meeting dated 20.12.2024 |
| References for the policy | 1. University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and subsequent amendments of these regulations. |

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1. Preamble:

The effectiveness of distance and online education largely depends on high-quality study materials. Developing Self-Learning Material (SLM) is distinct from conventional teaching or textbook writing, as it must facilitate independent learning and exploit multiple modes of communication to meet the diverse needs of learners. This policy provides a framework for the systematic development, review, and approval of SLMs at ATLAS SkillTech University in accordance with the UGC (ODL and Online Programmes) Regulations 2020.

2. Scope

This policy applies to all programmes offered through Centre for Distance and Online Education established in accordance with UGC (ODL and Online Programmes) Regulations 2020.

3. Policy Statement:

The students shall get access to the following course material through LMS in accordance with the UGC (ODL and Online Programmes) Regulations 2020:

Quadrant	Quadrant Type	Learning Resource Type	Delivery Format
I	E – Tutorial	Tutorials: Recorded Videos, Open Education Resources (OER) to the limit prescribed by UGC (ODL and Online Programmes) Regulations 2020	MP4 (Audio Video Content)
		Animation / Gamified Module	SCORM File
II	e-Content	Self-Learning Material (E-book)	PDF/ Notes
		Study Guide	PPT / Bullet Notes
		Web Resources/OER	Articles and Reference Videos from Swayam, NPTEL and other platforms
III	Discussion Forum	Discussion Forum	Real Time Technology
		Synchronous Interactive Sessions – Live Sessions	Real Time Technology
IV	Assessment	FAQ	Excel Based System Upload for Objective Assessment and Document Upload for Subjective questions in assessment in form of Assignments
		Misconception	
		Practice Assignment/ Quiz	

4. Course Matrix

No. of Credits	Duration	Quadrant – I e-Tutorial (Video Tutorial / Recorded Lectures)	Quadrant – II e-Content (SLM, PPT, Reading Material)	Quadrant – III Interactive Session (Live Online Sessions / Discussion Forum)	Quadrant – IV Assessment
2 Credits	6 Weeks	Recorded by University Faculty / Adjunct Faculty or OER Videos (as per UGC norms: 60% Internal & 40% External from OER)	Self-Learning Material as per UGC Norms	• 6 Live Sessions (1 hr/week) + 1 hr Revision• Discussion Forum for real-time queries and clarifications by Course Coordinator or team	Multiple Choice Questions, Fill in the Blanks, Practice Tests, Short & Long Answer Questions
Total Hours = 60		10 Hrs	10 Hrs	6 Hrs (Live) + 12 Hrs (Forum)	22 Hrs (Assessment)
3 Credits	9 Weeks	Recorded by University Faculty / Adjunct Faculty or OER Videos(as per UGC norms: 60% Internal & 40% External from OER)	Self-Learning Material as per UGC Norms	• 9 Live Sessions (1 hr/week) + 1 hr Revision• Discussion Forum for ongoing interaction and clarifications	Multiple Choice Questions, Fill in the Blanks, Practice Tests, Short & Long Answer Questions
Total Hours = 90		15 Hrs	15 Hrs	9 Hrs (Live) + 18 Hrs (Forum)	33 Hrs (Assessment)
4 Credits	12 Weeks	Recorded by University Faculty / Adjunct Faculty or OER Videos(as per UGC norms: 60% Internal & 40% External from	Self-Learning Material as per UGC Norms	• 12 Live Sessions (1 hr/week) + 1 hr Revision• Discussion Forum for ongoing interaction and clarifications	Multiple Choice Questions, Fill in the Blanks, Practice Tests, Short & Long Answer Questions

		OER)			
Total Hours = 120		20 Hrs	20 Hrs	12 Hrs (Live) + 24 Hrs (Forum)	44 Hrs (Assessment)

Note: An additional 1-hour revision session shall be included for each course.
All e-content shall adhere to the Four-Quadrant Model and maintain a balance of internal and external contributions in accordance with UGC ODL and Online Programme Regulations, 2020

5. Process for development for E-content: (Quadrant II)

The development of Self-Learning Materials (SLMs) at ATLAS SkillTech University shall follow a structured and transparent process to ensure academic rigor, learner-centricity, and compliance with the UGC (ODL and Online Programmes) Regulations, 2020. This process shall define clear roles, timelines, and quality standards at every stage from curriculum design to final dissemination.

a) **Curriculum Design**
   o The Curriculum shall be designed as per the Program Structure as recommended by the Board of Studies and approved by the Academic Council and Board of Management.
b) **Identification of Course Coordinators**
   o A faculty member shall be designated for each subject to oversee the end-to-end content development which includes e- content & e-tutorial
c) **Identification of Unit Writers**
   o Internal subject experts shall be selected based on academic expertise at unit level.
   o Unit writers/ Subject Matter Experts shall be briefed on the prescribed SLM writing style, including conversational tone, clear objectives, in-text questions, summaries, activities, and references.
d) **Drafting of Units**
   o Unit Writers shall submit drafts in accordance with defined timelines and prescribed templates.
e) **Internal Review**
   o The Course Coordinator and faculty members shall internally review and proofread the content and shall submit their feedback to unit writers for further necessary action.
f) **External Review**
   o External Subject Experts shall review the material to ensure content quality, clarity, neutrality, and compliance with UGC standards.
   o The External Subject Experts shall submit the review and compliance report as annexed in Proforma 1 to CRC Chairperson.
g) **Content Review Committee (CRC) Review**
   o The CRC shall conduct a final academic scrutiny to ensure that the content is updated, learner-centric, inclusive, and aligned with the UGC model curriculum and

Regulation 10 (Quality Assurance) of the UGC (ODL and Online Programmes) Regulations, 2020 and recommend the same to CIQA for further consideration after formatting work is completed.

h) **Approval and Documentation**
- o Content recommended by CRC shall be reviewed, approved by CIQA and same shall be forwarded to the Academic Council for its consideration.

i) **Upload & Distribution**
- o The approved SLMs/ e learning material shall be uploaded to the University's Learning Management System (LMS) or official portals.

Roles and Responsibilities:

The development of at ATLAS SkillTech University shall be a collaborative process involving faculty, experts, editors, and administrative staff. Each stakeholder shall perform defined functions to ensure academic quality, learner-centricity, and compliance with the UGC (ODL and Online Programmes) Regulations, 2020. The detailed roles and responsibilities are mentioned below.

Role	Responsibility
Program Coordinator	Align course objectives with Programme Outcomes (POs) and Course Outcomes (COs). Coordinate with Course Coordinators and Unit Writers for ensuring quality of content.
Course Coordinator	Initiates and coordinates overall course development; ensures content aligns with curriculum and programme outcomes.
Unit Writers	Subject matter experts who draft units/modules in SLM format based on instructional design.
Internal Reviewer	Responsible for initial review of the academic content and submit the feedback to Course Coordinators.
External Reviewer	Responsible to reviewing the content received after the internal review and to ensure that the material is optimum at its quality, clarity, neutrality, and compliance with UGC standards.
Technical Editor	Ensures grammatical correctness, coherence, and learner-friendly language. Ensures formatting, referencing, images, diagrams, and figures are accurate and standardised.
Administrative Staff	On going coordination for Content Development.
Content Review Committee (CRC)	Evaluates content for academic soundness, learner-centricity, and compliance with UGC guidelines.
CIQA	Content recommended by CRC shall be reviewed, approved by CIQA and same shall be forwarded to the Academic Council for its consideration
Academic Council	The Academic Council shall further review and approve the content.

6.   Process for development for E- Tutorial: (Quadrant I)

Step No.	Process Stage	Key Activities / Deliverables	Operational Responsibility	Reviewing Authority
1	Curriculum Mapping and Content Planning	• Align course objectives with Programme Outcomes (POs) and Course Outcomes (COs). • Identify modules and sub-modules suitable for e-tutorial development.	Program Coordinator and Course Coordinator	Content Review Committee
2	Development of e-Tutorial Scripts	• Faculty develops structured scripts / storyboards for each tutorial (covering introduction, concept explanation, examples, and conclusion). • Ensure content follows outcome-based pedagogy, clarity of language, and learner engagement principles. • Conduct academic review	Course Coordinator: Creation of Scripts Faculty Member / Subject Expert: Review of the Scripts	Content Review Committee
3	Audio-Visual Production	• Record e-tutorials in professional studio or approved recording setup. • Integrate multimedia elements (animations, visuals, and case illustrations) to enhance engagement. • Ensure compliance with accessibility standards — clear audio and captions, • Maintain ideal video duration of 5–10 minutes per concept as per UGC-SWAYAM norms.	Faculty Member / Presenter: Recording of the Videos Technical Production Team: Studio based recording and editing of Videos	Course Coordinators and Program Directors

Step 4: Approval Process as mentioned below

Review by External Expert	The External Subject Experts shall submit the review and compliance report as annexed in Proforma 2 to CRC Chairperson.
Content Review Committee (CRC)	Evaluates content for academic soundness, learner-centricity, and compliance with UGC guidelines.
CIQA	Content recommended by CRC shall be reviewed, approved by CIQA and same shall be forwarded to the Academic Council for its consideration
Academic Council	The Academic Council shall further review and approve the content.

Step 5: Upload & Dissemination

- The approved e- tutorial shall be uploaded to the University's Learning Management System (LMS) or official portals.

* Identification of third-party vendors offering Digitization Services shall be explored in due

course of time.

7. Discussion Forum and Interactive Sessions: (Quadrant III):

The Online Learning Environment shall include an active Discussion Forum designed to promote academic interaction between learners and faculty members. The platform will facilitate doubt resolution, peer-to-peer discussions, and collaborative learning under the supervision of the designated faculty. Additionally, synchronous interactive sessions such as live lectures, webinars, and virtual tutorials shall be conducted using approved real-time technology platforms to ensure effective learner engagement. These live sessions will complement the Self-Learning Materials (SLMs) and recorded e-tutorials, ensuring a balanced delivery of content across the Four Quadrants as mandated under the UGC (Open and Distance Learning and Online Programmes) Regulations, 2020.

8. Assessment: (Quadrant IV):

Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple-Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

9. Provision for Outsourced Open Education Resources (OERs):

At least 60 per cent. of e-Learning Material shall be developed by the in-house faculty of the Higher Educational Institution and remaining per cent. of the material can be sourced from available e-resources such as Open Educational Resources (OER), SWAYAM or other source, duly approved by the Academic Council of the University.

10. Quality Standards:

- The online learning resources shall clearly specify its objectives and intended learning outcomes, along with comprehensive study guidance and learner support instructions to help students use the material effectively. It also includes suggested reference resources to enrich the learning experience, and in the case of digital learning material, maintains seamless integration and cross-referencing with other media for easy navigation and progress tracking.

- A minimum of 60% of the Self-Learning Material shall be developed by the in-house faculty of the Higher Educational Institution, while the remaining portion may be sourced from approved external resources such as other Higher Educational Institutions, Open Educational Resources (OER), and SWAYAM.

- The Self-Learning Material developed shall be self-explanatory, self-contained, illustrative, and easily comprehensible, structured into manageable units or blocks for effective learner engagement and understanding.

- The feedback shall be obtained from various stakeholders viz. Industry experts, Faculty

members and students enrolled in corresponding on campus programs for betterment of the delivery of the Online Programs. The Centre for Internal Quality Assurance shall then implement the necessary suggestions for ensuring the Quality Standards.

- The reports of the third-party academic audit shall be undertaken every five years and internal academic audit every year by Centre for Internal Quality Assurance.

11. Periodic Review:

The Online Education Policy shall be reviewed annually or as and when required to incorporate the updates from UGC Regulations or any directions issued by any other statutory authorities.

ATLAS SkillTech University

Centre for Distance and Online Education (CDOE)

Proforma for Review by External Expert for Self-Learning Material
(In compliance with UGC (Open and Distance Learning and Online Programmes) Regulations, 2020)

External Expert Name: _____

Date of Submission: _____

A. Basic Course Information

Program Name	
Course Title	
Course Code	
Semester	
Credits	
Unit Writer(s)	
Internal Expert(s)	

B. Compliance Parameters (as per UGC ODL Regulations, 2020)

Sr. No.	Parameter	Criteria for Evaluation	Remarks / Observations	Rating*
1	Alignment with Program Objectives and Learning Outcomes	Course content is mapped to POs and COs; reflects outcomes-based approach		
2	Adherence to Four-Quadrant Approach	Course material designed with: (i) e-Tutorials (ii) e-Content (iii) Self-Assessment (iv) Discussion Forum/Interaction Components		
3	Quality and Clarity of	Language, conceptual		

		clarity, logical flow, learner-centric presentation		
4	Academic Rigor and Depth	Accuracy, comprehensiveness, level of difficulty appropriate to level of study		
5	Instructional Design and Pedagogic Effectiveness	Effective sequencing of topics, use of examples, case studies, and illustrations		
6	Originality and Avoidance of Plagiarism	Content is original and adheres to plagiarism standards (<10%)		
7	Use of Open Educational Resources (OER)	Appropriate references, proper attributions, and integration of OER as per licensing norms		
8	Accessibility and Inclusivity	Material is accessible, learner-friendly, and considers diverse learner needs		
9	Assessment Mechanisms	Self-assessment questions, quizzes, and assignments are relevant and aligned with outcomes		
10	Multimedia and Interactivity	Use of visuals, graphics, and interactive elements enhance engagement		
11	Conformity with UGC-DEB Guidelines	Overall compliance with UGC ODL & Online Programme Standards (2020, amended 2023)		

Rating Scale: 5 – Excellent | 4 – Very Good | 3 – Good | 2 – Satisfactory | 1 – Needs Improvement

C. Summary of Strengths

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D. Areas for Improvement

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E. Overall Recommendation

☐ Approved
☐ Revision Required

F. Reviewer's Declaration

I hereby confirm that I have reviewed the above course content in accordance with the UGC ODL Regulations, 2020 and have provided an unbiased academic evaluation.

Name of the External Expert: _____

Designation & Institution: _____

Signature: _____

Date: _____

ATLAS SkillTech University

Centre for Distance and Online Education (CDOE)

Proforma for Review by External Expert for e-Tutorials

(In compliance with UGC (Open and Distance Learning and Online Programmes) Regulations, 2020)

External Expert Name: _____

Date of Submission: _____

A. Basic Course Information

Program Name	
Course Title	
Course Code	
Semester	
Credits	
Faculty / Presenter	
Technical Production Team	

B. Compliance Parameters (as per UGC ODL Regulations, 2020)

Sr. No.	Parameter	Criteria for Evaluation	Remarks / Observations	Rating*
1	Alignment with Course Learning Outcomes (CLOs)	e-Tutorial content aligns with CLOs and reinforces key learning objectives		
2	Academic and Pedagogical Quality	Content accuracy, depth, clarity, and learner engagement reflect academic rigor		
3	Instructional Design and Structure	Logical flow, sequencing, clarity of explanation, and use of examples or case visuals		
4	Presentation and Communication	Delivery style, tone, pacing, articulation, and engagement level of the presenter		
5	Use of Multimedia and Interactivity	Appropriate integration of visuals, graphics, animations, and interactive elements		
6	Technical Quality	Audio and video clarity, editing quality, subtitles, and accessibility compliance		

7	Duration and Structure	Duration adheres to UGC-SWAYAM standards (5–10 minutes per concept)		
8	Accessibility and Inclusivity	Availability of transcripts/subtitles and learner-friendly presentation		
9	Integration with Other Quadrants	e-Tutorial appropriately complements e-Content, Discussion Forum, and Assessment		
10	Compliance with UGC-DEB Norms	Overall adherence to UGC ODL & Online Programme Regulations (2020, amended 2023)		

Rating Scale: 5 – Excellent | 4 – Very Good | 3 – Good | 2 – Satisfactory | 1 – Needs Improvement

C. Summary of Strengths

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D. Areas for Improvement

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E. Overall Recommendation

☐ Approved
☐ Revision Required

F. Reviewer's Declaration

I hereby confirm that I have reviewed the above e-Tutorial(s) in accordance with the UGC (Open and Distance Learning and Online Programmes) Regulations, 2020, and have provided an unbiased academic and technical evaluation.

Name of the External Expert: _____
Designation & Institution: _____
Signature: _____
Date: _____